



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OCCUPATIONAL THERAPY COORDINATOR

Job Number: 20000983

Job Code: 41600V161016

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional occupational therapy work and coordinates the work of support staff involved in carrying out routine treatment activities; and performs other duties as required

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have two years of experience as occupational therapist.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed or license eligible by the Kentucky Occupational Therapy Board at the time of appointment. <http://bot.ky.gov/>
Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.
Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, organizes and implements occupational therapy treatment activities and programs which are consistent with the program philosophy of the facility. Coordinates the work of support staff and para professional employees. Provides training to direct care staff involved in teaching daily living skills and activities. Conducts initial diagnostic evaluations to assess the capabilities and limitations of patients. Plans and implements appropriate treatment and training programs. Observes, records, and reports patient progress, technical observations and results. Provides guidance for group and individual therapy. Consults with medical personnel and other professionals concerning individual treatment. Participates in consultations, staffings, and medical staffings. Determines needs and makes recommendations for supplies and equipment. Interprets, applies and enforces departmental rules, regulations and policies as they relate to the therapy program. Plans and prepares curriculum and outlines for courses after conferring with proper authorities. Prepares and maintains operational records such as patient evaluation, re evaluation records, treatment plans, progress notes, billing records, discharge notes, and other operational reports and records.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves walking, standing, bending, lifting and assisting residents.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Possible exposure to infectious wastes and diseases while helping residents. Possibility of falls or strains while assisting residents.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.